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*System Training and Response (STaR) Team – Introduction to Grants Management Enterprise*

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## Introduction to the Grants Management Enterprise System

This workshop is intended to provide a basic overview of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will include an introduction to the GME system, as well as instruction on how to create new grant applications, amendments to existing applications, cash management reports, and completion reports. The targeted audience for this presentation is individuals who are unfamiliar with and/or new to the GME system. Please note that this presentation will not address questions regarding specific grants or financial requirements.

### Workshop overview:

- Layout of the GME website:
  - Where to find answers to common questions
  - Where to learn the basics that users need to know before they submit information
  - How to navigate through the GME system
- Instruction detailing how to create and submit:
  - A new grant application
  - Amendments to current projects
  - Monthly Cash Management Reports
  - Year-end completion reports
- Time permitting, we will compare and contrast different project summaries for informational purposes

### Requirements and information for workshop participants:

- Participants should be those who will be working in the GME system at their LEA
- Pre-registration is required - participants can register by visiting the ADE Calendar of Events located at: <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp>
- Participants should download a copy of the Grants Management Enterprise Handbook, which can be found at: [http://www.ade.az.gov/gme/Additional\\_Information/Add\\_Info\\_downloads/Grants\\_Management\\_Handbook.pdf](http://www.ade.az.gov/gme/Additional_Information/Add_Info_downloads/Grants_Management_Handbook.pdf)
- Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

### Workshop Dates and Locations:

Central Arizona	Roosevelt Elementary District Board Room 6000 S. 7 <sup>th</sup> St., Phoenix	Monday, October 23 9:00 AM – Noon
Northern Arizona	Flagstaff Unified District Board Room 3285 E. Sparrow Ave., Flagstaff	Monday, October 30 9:00 AM – Noon
Southern Arizona	Lee Instructional Resource Center Computer Lab 2025 E. Winsett St., Tucson	Thursday, October 26 1:00 – 4:00 PM

**For driving/parking directions, please click on:**

Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>